PERSONNEL JOURNAL

Published by THE PERSONNEL JOURNAL, INC., *Swarthmore, Pa.*
EDWARD N. HAY, Editor

Index

Volume 34—MAY 1955, APRIL 1956

Accidents and the "Human Factor"	Alan McLean, M.D.	342
Appreciation and Encouragement Pay	Paul E. Hensel	225
Are We Losing Sight of Communications Principles?	Raymond Simon	206
Army Finds College Courses for Employees a Good Buy	Jack H. Epstein	140
Art of Delegation, The	Louis A. Allen	86
Automation and Labor Relations	Clyde E. Dankert	263
Better College Recruiting: Better Sales Trainees	Dwight L. Gentry	378
Birth of a Training Organization	Seward H. French, Jr. and Harold Guetzkow	212
Building the Management Team	Wilbert E. Scheer	383
Build-Up of Inner Resources Urged	Willard Tomlinson	347
Buzz Groups Used With Films	B. J. Speroff and Allen K. Heydrick	19
Climate for Good Relationships	Walter F. Roberts	142
Collections, Limited	Gladys D. Meyer	419
Company Editors Today Proud of Profit Showing	Henry B. Bachrach	368
Consider "Value Analysis" to Get the Most Out of Role Playing	Michael G. Blansfield	251
Don't Give the Worker All He Wants	P. L. Mellenbruch	144
Emotional Maturity Needed for Success in Business	Louis J. Cantoni	173
Employees "Rate" Department Chief	Arthur M. Meyer	340
Exit Interviews: Do They Pay?	Leslie This	58
Evaluating Executives' Jobs	R. H. Hoge	166
Extemporaneous Role-Playing: Its Several Advantages	A. W. Foley	177
Federal Offices: 8 Criticisms of Their Personnel Administration	Gustav C. Hertz	326
Fringe Benefits: A Review	A. L. Gitlow	126
Gimmick in Section 1050 of the California Labor Code, The	Winnifred F. Parke	222
Governmental Office People Eager for Job Training	Quintin Warwick Guerin	55

"Guaranteed Annual Wage": 1955 Model, The	A. L. Gitlow	255
Heed Rumors for Their Meaning	Robert Hershey	299
Helping New Employees Get Oriented	Erwin Schoenfeld	145
How One Company Made Merit Rating Work	Robert G. Axtell	219
How To Attract and Keep Newly Graduated Engineers	Douglas T. Jaeger	98
How To Get Going with a Reading Improvement Program	C. H. Lawshe and Robert E. Chandler	15
How Top-Rated Supervisors Differ from the Lower-Rated	Lester and Julia Tarnopol	331
Illinois Bell Management Development	J. N. Stanbery	184
Learning Human Relations by Mail	Earl L. Kahn & Leonard S. Stein	374
Management, Union Join in Job Evaluation	Robert L. Stutz & Harold E. Smalley	412
New Contract "Sold" to Workers Despite Union Leaders' Fight	Anonymous	372
Open Letter to a Novice House Organ Editor	Audrey E. Heusser	131
Performance Appraisal Interviews Communicate Both Ways	Herbert H. Meyer	6
Personnel in the West	Ned and Doris Hay	303
Personnel Management Too Mechanistic?	Michael G. Blansfield	346
Pick Your Arbitrator and Then Work with Him	B. Meredith Reid	13
Preparing Your People for Office Mechanization	Esther R. Becker	406
Presenteeism—A Constructive View	Grant W. Canfield and David G. Soash	94
"Prevention" Is the Business of a Medical Department	Kenneth Cleland Peacock, M.D.	298
Psychologist and Personnel Management, The	Denis McMahon	137
Registered Nurses Absent Least	Theodore J. VanderNoot, Jr. and Jean L. Nickels	385
Sense of Obligation Promoted to Employees	William G. Waggoner	210
Six Changes that Affect Supervisors' Job Planning	L. Reed Clark	46
Sociometric Data Used to Counsel a Sensitive Man: A Case Study	B. J. Speroff	50
Some Elements of Leadership as Seen by 16 Group Leaders	Grant J. Northrup	181
Specifications for New Salesmen: Some Seem To "Dream" Them Up	John M. Elliott	410
Supervising Women *is* Different	Howard M. Vollmer and Jack A. Kinney	260
Supervisors' and Foremen's Reasons for Frustration	Paul A. Brinker	101
Ten Ways to Help Build Union Responsibility	Herbert O. Eby	246
Tips on Recruiting College Seniors	J. Lloyd Stone	142
To Get Loyal Cooperation, Make Workers Feel They Belong	Paul L. Moore	417
Toward Better Self-Understanding	George C. Houston	286
Training Supervisors in Remote Company Units	Randolph S. Driver	9
24 Ways to Better Communication	Thomas R. Nilsen	171
Union-Management Reactions to Human Relations Training	B. J. Speroff and Allen K. Heydrick	292
University "Open Door" Opened Wider to Employees	Jack N. Ray	336
What's Your Personnel Philosophy?	R. A. Sutermeister	302
"Wipe Out Waste" Drive Worked	Otto A. Silha	53
Women at Work in Personnel	Edith M. Lynch	295

CONTRIBUTORS

Allen, Louis A. 86
Axtell, Robert G. 219
Bachrach, Henry B. 368
Becker, Esther R. 406
Blansfield, Michael G. 251, 346
Brinker, Paul A. 101
Canfield, Grant W. 94
Cantoni, Louis J. 173
Chandler, Robert E. 15
Clark, L. Reed 46
Dankert, Clyde E. 263
Driver, Randolph S. 9
Eby, Herbert O. 246
Elliott, John M. 410
Epstein, Jack H. 140
Foley, A. W. 177
French, Seward H. Jr. 212
Gentry, Dwight L. 378
Gitlow, A. L. 126, 255
Guerin, Quintin Warwick 55
Guetzkow, Harold 212
Hay, Doris 303
Hay, Ned 303
Hensel, Paul E. 225
Hershey, Robert 299
Hertz, Gustav C. 326
Heusser, Audrey E. 131
Heydrick, Allen K. 19, 292
Hoge, R. H. 166
Houston, George C. 286
Jaeger, Douglas T. 98
Kahn, Earl L. 374
Kinney, Jack A. 260
Lawshe, C. H. 15
Lynch, Edith M. 295
McLean, Alan, M.D. 342
McMahon, Denis 137
Mellenbruch, P. L. 144
Meyer, Arthur M. 340
Meyer, Gladys D. 419
Meyer, Herbert H. 6
Moore, Paul L. 417
Nickels, Jean L. 385
Nilsen, Thomas R. 171
Northrup, Grant J. 181
Parke, Winnifred F. 222
Peacock, Kenneth Cleland, M.D. 298
Ray, Jack N. 336
Reid, B. Meredith 13
Roberts, Walter F. 142
Scheer, Wilbert E. 383
Schoenfeld, Erwin 145
Silha, Otto A. 53
Simon, Raymond 206
Smalley, Harold E. 412
Soash, David G. 94
Speroff, B. J. 19, 50, 292
Stanbery, J. N. 184
Stein, Leonard S. 374
Stone, J. Lloyd 142
Stutz, Robert L. 412
Sutermeister, R. A. 302
Tarnopol, Julia 331
Tarnopol, Lester 331
This, Leslie 58
Tomlinson, Willard 347
VanderNoot, Theodore J., Jr 385
Vollmer, Howard M. 260
Waggoner, William G. 210

BOOKS REVIEWED

Adventures in Politics: Richard L. Neuberger 147
Art of Problem Solving, How to Improve Your Methods, The: Edward Hodnett 268
Better Foremanship—Key to Profitable Management: Rexford Hersey 424
Big Business Executive, The Factors That Made Him, The: Mabel Newcomer 269
Big Business Leaders in America: W. Lloyd Warner and James C. Abegglen 387
Business Information; How to Find and Use It: Marian C. Manley 388
Cases and Problems in Personnel and Industrial Relations: Edgar G. Williams and John F. Mee 388
Causes of Industrial Peace Under Collective

Bargaining: Clinton S. Golden & Virginia D. Parker 67
Centralization and Decentralization in Industrial Relations: Helen Baker & Robert R. France 188
Dust Is Dangerous: C. N. Davies 268
For a Science of Social Man: John Gillin ... 307
Front Line Cost Administration: W. C. Cooling 106
Handbook of Parliamentary Procedure: Henry A. Davidson 227
How to Make Your Living in Four Hours a Day—without feeling guilty about it: William J. Reilly 147
Human Conditioning in the Factory: Thomas K. Meakin 187
Human Relations in Industry: Burleigh B. Gardner and David G. Moore 66
Human Relations in Small Industry: John Perry 106
Job Evaluation, second edition: Otis & Leukart 24
Know Your Social Security: Arthur Larson . 269
Labor Disputes and Their Settlement: Kurt Braun 146
Management Team, The: Edward C. Bursk 66
Manual of Intergroup Relations, A: John P. Dean & Alex Rosen 349
Meat Packing Industry, The: Edwin L. Heckler 67
Money and Motivation: An Analysis of Incentives in Industry: William F. White . 307
Morale in War and Work: An Experiment in the Management of Men: T. T. Paterson 226
Occupational Mobility in American Business and Industry: 1928–1952: W. Lloyd Warner and James C. Abegglen 387
Office Encyclopedia, The: N. H. and S. K. Mager 107
Oral Communication in Business: David C. Phillips 187
Personnel Management: Michael J. Jucius . 26
Personnel Management: Principles & Practices: C. H. Northcott 424
Personnel Policy in a Public Agency—The TVA Experience: Harry L. Case 146
Staff Role in Management: Its Creative Uses, The: Robert C. Sampson 226
Strategy and Tactics in Labor Negotiations: Edward Peters 187
Successful Leadership in Business: Chas. A. Cerami 306
Theory of Collective Bargaining, The: W. H. Hutt 348
Time for Living: George Soule 348
Toastmaster's and Speaker's Handbook, The: Herbert V. Prochnow 387
Training for Human Relations: F. J. Roethlisberger, G. F. F. Lombard, H. O. Ronken 25
Union Member Speaks, The: Hjalmar Rosen & R. A. Hudson Rosen 425